

**TENBURY TOWN COUNCIL 2025/26 FS06**

You are hereby summoned to attend the meeting of the  
**FINANCE AND STAFFING COMMITTEE**  
to be held on  
**MONDAY 29<sup>th</sup> SEPTEMBER 2025**

**at 7:15pm in The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

For the purpose of transacting the following business as set out in the agenda below.

**To Members of the Finance and Staffing Committee (Quorum: 3)**

Cllrs S. Bowkett, E. Bunting, R. Connolly, A. Gould, D. Patrick, R. Perrin, S. Russell and B. Smith.

**All other Members of the Town Council for information only**

For the purpose of transacting the following business as set out in the agenda below.

**Meeting open to members of the public.**

*L. Bruton*

Lesleyann Bruton (Mrs.)  
Town Clerk  
(01584 810118/07375 939819)  
22<sup>nd</sup> September 2025

**A G E N D A**

**FS25.55 APOLOGIES FOR ABSENCE**

To receive apologies submitted by Members of the Committee for absence. Schedule 12 of the Local Government Act 1972 requires that a record be kept of the Members present and that this record forms part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

**FS25.56 DECLARATION OF INTEREST**

To receive declarations of interest made by Members under the Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

- (i) To declare any Disclosable Interests in items on the agenda and their nature.
- (ii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest that falls within the Code of Conduct para 12 (4) (b) must leave the meeting for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

**FS25.57 DISPENSATIONS**

To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to speak and or/vote on matters for which they have made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and to the Council's adopted Standing Orders and Code of Conduct

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**FS25.58 PUBLIC PARTICIPATION**

To receive any questions that may be put to the meeting on items on the agenda by members of the public.

The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting. Subject to Standing Order 3(f), a member of the public shall not speak for more than 5 minutes.

**FS25.59 MINUTES**

**Appendix 1**

To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 1<sup>st</sup> September 2025.

**FS25.60 BANK RECONCILIATIONS**

**Appendix 2**

- (i) To confirm and note the monthly reconciliations of the Council's bank accounts for August 2025.
- (ii) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> August 2025 to 31<sup>st</sup> August 2025.

**FS25.61 APPROVAL OF CREDITOR INVOICES**

- (i) To approve the payments made during August 2025. Payments were authorised online by two authorised signatories and the Town Clerk. **Appendix 3**
- (ii) To approve the outstanding invoices for payment and payments made during September 2025. **Appendix 4**

**FS25.62 EXTERNAL AUDIT**

**Appendix 5**

To receive and note the Notice of Conclusion of Audit for the financial year ended 31<sup>st</sup> March 2025.

**FS25.63 WEBSITE**

**Appendix 6**

To consider the quotation of £1,500 (discounted from £3,500) to rebuild the Town Council's website.

**FS25.64 BUDGET REVIEW**

**Appendix 7**

To review the Committee's budgets and consider any recommendations for the 2026/2027 Revenue Budget.

**FS25.65 TWINNING ASSOCIATION**

**Appendix 8**

To consider the request for funding from Tenbury Twinning Association.

**FS25.66 THE REGAL**

**Appendix 9**

To note and approve the replacement window quotation and repairs to be included within the Phase 1 works.

**FS25.67 DATE AND TIME OF NEXT MEETING**

Monday 20<sup>th</sup> October 2025 at 7.15pm